

Likitha A

Contact No: 7349761033

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Objective

A competent professional with **1.8 years of experience** as **Accounts Receivable and Payable**.

To seek a position in an organization where I can use the best of my knowledge, skills and also to broaden it for self as well as the company's welfare.

Academic Qualification

Bachelor of Commerce –Vidyodaya First Grade College, Tumkur –Tumkur University.

Pre-University Course –Bishop Sargant PU College, Tumkur –Tumkur University.

Secondary School Education –Shubhodaya English school, Gubbi(Tq) Tumkur(D).

Organizational Experience

Accounts Receivable and Payable at Excon Engineering from 2nd July 2019 to till date.

- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports
- Investigating and resolving any irregularities or enquiries
- Assisting in general financial management and analysis
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying employees by verifying expense reports and preparing pay checks
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Continuing to improve the payment process

Technical qualification

MS Office .
Advance Excel.
MYBOS
SMART ERP and SEED Software

Competencies

Basic Computer Literacy
Communication skills
Team Work
Trustworthiness and Ethics

Hobbies

Drawing, Painting, listening to music

Personal details

Fathers Name	Late. Annoji Rao Maane
Mothers Name	ChandrakalaBai
Date of Birth	09.04.1997
Gender	Female
Marital Status	Married
Language Proficiency	English, Kannada, Marathi, Hindi
Address	F2, shantiketan apartment 5th cross Vinayaka layout Hebbal, kempapura-560024

I hereby certify that the above information are true and correct to the best of my belief.

Place:Bangalore

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